



Technical Instruction Office of Logistics Management	Title: Records Disaster Prevention Inspections		Approved:  6/25/08 Peer Reviewed:  6/25/2008
	No: TI-OLM-001	Rev.: 1	Date: June 25, 2008

1.0 Purpose

The purpose is to specify the actions to be taken on a monthly basis to inspect records storage areas that contain significant quantities of records.

2.0 Applicability

This instruction is applicable to the Office of Logistics Management, Compliance and Project Support Team (e.g., Records Management for records disaster prevention or Safety for Federal Employee Occupational Safety and Health (FEOSH) requirements).

3.0 References:

- 3.1. EMCBC PL-243-05, Rev. 1, *"Records Disaster Prevention, Mitigation and Recovery Plan"*

4.0 Technical Instruction:

Records storage areas that contain significant quantities of records shall be inspected on a monthly basis. At a minimum, these include all designated File Rooms and the File Storage area (Suites A & C) at Springdale.

- 4.1. Identify location/area to be inspected.
- 4.2. Contact the Record Custodian responsible for the location/area to be inspected and provide date/time of the inspection in the event the Custodian would like to participate.
- 4.3. Conduct the inspection
 - 4.3.1. The inspection shall evaluate the overall storage environment, conditions and practices.
 - 4.3.2. The inspection shall also include a random sampling and inspection of the stored documents to check for signs of insects, vermin, and moisture.
- 4.4. Complete "Records Disaster Prevention Inspection Checklist", TI-OLM-001-F1, and **EITHER**
 - 4.4.1. If no issues are found, proceed to 4.5, **OR**

4.4.2. Notify the appropriate individual(s) for resolution and mark for follow-up.

4.4.2.1. Return to 4.2 to re-inspect area to ensure issues have been resolved.

4.5. Finalize the checklist by signing the document and filing under ADM 18-11-1D in accordance with the EMCBC File Plan.

5.0 Records:

5.1. Records that may be generated as a result of this technical instruction are identified as follows, and are maintained by the Office of Logistics Management:

5.1.1. "Records Disaster Prevention Inspection Checklist", TI-OLM-001-F1 – Attachment A

6.0 Flow Chart:

6.1. Attachment B

**U.S. Department of Energy
Environmental Management Consolidated Business Center (EMCBC)
Records Disaster Prevention Inspection Checklist**

Dated of Inspection: _____ Inspected by: _____

Inspection area: Bldg.: _____ Room/Area: _____

Storage Conditions:

Inspector verifies each of the following:

☐ Records are not stored within 18 inches of ceilings, suspended lights or sprinkler heads

Stored records do not contact or obstruct:

☐ Electrical systems or access panels

☐ Fire alarm systems

☐ Room exits

☐ Air conditioning duct

☐ Fire Extinguishers

☐ Aisle ways

☐ Record boxes are labeled and not stacked more than 4 boxes high

☐ Temperature standard of 70 (+/-10) °F is maintained

☐ Humidity standard of 50 (+/-10) % relative humidity is maintained

☐ Personnel do not smoke in storage areas

☐ Roofing (ceiling) in storage areas appears to be free of water leaks

☐ Storage area is free of vermin and insects

☐ Record material is stored in cabinets, shelving or on pallets – NOT directly on floor where it may be susceptible to in-house flooding.

☐ No apparent fire hazards

☐ Controlled access working properly

Comments: _____

Corrective Actions (resolution of items not in compliance):

Signature: _____ Date: _____

Records Disaster Prevention Inspection Checklist Flow Chart

